Resources:

2. Staff information: https://www.mq.edu.au/about/coronavirus-faqs/information-for-staff
4. COVID-19 resources including hygiene and signage information, cleaning guidelines, Vulnerable Person risk assessment, mask wearing guidelines and many guidance posters: https://www.mq.edu.au/about/coronavirus-faqs/information-for-staff

FSE COVID Safe Teaching Plan Session 2 2021

Numbered just for easy reference -

1. General principles:
   1.1. As an education provider we are exempt from the NSW Public Health Order relating to the ‘One Person per Four Square Metre’ rule, however we will use a range of risk control measures where sustained physical distancing in specific teaching spaces and specific learning activities is not practical to minimise risk.
   1.2. At all other times while on campus students must follow the social distancing rules.
   1.3. Any individual class scheduled for campus delivery, and which has an enrolment of more than 50 students and does not require a specialist teaching space will be assigned a lecture space where physical distancing protocols will be implemented.
   1.4. Where possible, general (centrally managed) teaching spaces will have their furniture layout altered to enhance physical distancing. To facilitate timetabling and class registration in these reconfigured teaching spaces, Timetabling has reduced the capacity of these spaces in the timetable system.
   1.5. The reconfiguration of general teaching space will not normally lead to a reduction in face-to-face class sizes, as classes have been moved to larger rooms to accommodate the designated class size.
   1.6. Signage has been amended to reflect the new class capacity and guides and markings will be posted/affixed to advise students of ingress and egress protocols.
   1.7. Automatic hand sanitiser dispensers have been stationed in the vicinity of all teaching spaces for staff and student use.
   1.8. Antibacterial wipes will be available in teaching spaces.
   1.9. Single use face masks will be available in all teaching spaces where physical distancing cannot be sustained for the entirety of the lesson. These should be dispensed by a staff member who is wearing gloves. Masks must be worn by all staff and students unless there is an underlying medical condition (as per NSW Health guidelines) that contradicts this.
   1.10. For classes that are normally 2 hours or longer, where social distancing cannot be achieved, and when there is a class scheduled immediately following, the class must finish a minimum of 15 mins prior to the scheduled finishing time. However, this does not apply for classes where it is guaranteed that there is no class immediately following (e.g. in specialist teaching labs) where the
department effectively manages the room and has known gaps between classes.

1.11. For activities where MQ equipment is used by staff and students during a class (e.g. tabletops, benches, computer keyboard, glassware or measurement equipment), students will clean touch surfaces of the equipment at the start of their use and upon completion. At the discretion of the department and depending on the circumstance, this cleaning may be performed with either disposable gloves on or with correct hand washing after completion. Please see Hygiene and Signage link above for cleaning details.

1.12. Disposal of wipes and used masks should be into general waste.

1.13. Students and staff should not enter the building where a class is to be held until the designated class start time to give ample time for the cleaning and evacuation of a space by previous classes.

1.14. Students should not congregate in internal corridors. This message should be reiterated to all students through class communications and approved COVIDSafe signage.

1.15. The University has instigated the use of NSW QR-Codes to track attendance to the University. All staff and students must check-in to every individual building using these QR codes which have been placed at the primary entrances to each building. When classes are complete and students or staff leave a building, they should check-out of the building in the Service NSW app.

1.16. Students will additionally swipe into and out of lab classes using their student cards

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**Specifics for types of teaching spaces**

2. **Centrally managed (CAP) rooms**
   2.1. These rooms are completely managed by Property and will have the correct signage, hand sanitiser etc. installed. If any of this is missing, then staff can notify Property of this directly through a [Property Service Request](#), or immediately on extension 9745 for an urgent requirement.
   2.2. The rooms have been reconfigured to allow for social distancing and teaching staff / students should not modify the furniture arrangement for this reason.
   2.3. If the room has two doors, then staff should instruct students to enter through one and leave through the other, to maintain social distancing.
   2.4. When students are lining up to enter the room, staff should remind students of social distancing requirements.
   2.5. To avoid a press through the door when students are leaving a class a staff member may, at their discretion, instruct students to leave in batches (e.g. first one row of students then another).
   2.6. Cleaning of these rooms will be managed by Property and staff / students will not be required to do this between classes.

3. **Teaching laboratories, including computer labs, non-chemical labs, chemical labs etc.**
   3.1. These rooms are completely managed by the owning department and will need to have the correct signage, hand sanitiser, gloves etc. installed. If any of this is missing, then staff can notify the Department Manager of this directly and immediately. Signage about who to contact should be posted outside the room. Set up hygiene supply areas in teaching spaces with sanitising wipes or other cleaning agents, hand sanitiser, extra waste bins, masks (if being supplied) – contact Property to assist. Please see Hygiene and Signage link above for cleaning details.
   3.2. If the room has two doors, then the department should designate and clearly label one as the entrance, the other as the exit, to maintain social distancing as best as possible. Signage reminding students of social distancing requirements should be placed adjacent to the entrance area.
   3.3. When students are lining up to enter the room, staff should remind students of social distancing
requirements.

3.4. To avoid a press through the door when students are leaving a class a staff member may, at their discretion, instruct students to leave in batches (e.g. first one row of students then another).

3.5. The rooms may or may not allow for social distancing, depending on the layout and usage as determined by the department:
   3.5.1. Masks should be dispensed by a staff member who is wearing gloves.

3.6. Where possible allow airing or natural ventilation of the room between classes. It is the responsibility of the class to shut any windows that were opened at the end of class.

3.7. Consideration should be given to student movement during class to limit close contact. If reasonable, student should remain seated throughout a class.

3.8. Touch surfaces of any MQ equipment used by staff and students during the class must be cleaned both before and after usage by each individual. This will typically occur at the start and finish of each class but may be more frequent for communal equipment (e.g. spectrometer). At the discretion of the department and depending on the circumstance, this cleaning may be performed with either disposable gloves on or with correct hand washing after completion.

3.9. Where items or equipment (e.g. rock samples or delicate equipment) cannot be reasonably cleaned between handling by individuals, then gloves must be worn or correct and thorough hand washing/sanitising, by all staff and students while before and after handling the item/equipment.

3.10. Use of paper lab books and worksheets should be avoided if possible and instead electronic versions used. Where students use paper lab books or worksheets, access to these should be controlled by staff so as to minimise handling. Gloves, or correct and thorough hand washing/sanitising, should be used by staff before and after distribution and marking etc.

3.11. Daily cleaning of the room will be based on BAU practices, with the addition of cleaning of equipment and surfaces as directed by teaching staff at the commencement and conclusion of each class. Departments should roster daily cleaning of common touch surfaces (e.g. equipment, benches, etc.) on a daily basis.

4. Clinical rooms – Chiropractic

4.1. The chiropractic clinics are managed by the Department of Chiropractic. The clinics have the correct signage, hand sanitiser, gloves etc installed. If any of this is missing, then staff can notify (the Chiropractic Clinic Coordinator) of this directly and immediately. Signage about who to contact will be posted in the clinics.

4.2. Signage reminding people of social distancing requirements has been placed throughout the clinics, as well as signage on the floor to indicate social distancing (stand here) in the waiting areas of the clinics.

4.3. The clinic’s rosters will be completed to ensure the total number of people in the clinics at anyone time is well below overall clinics’ 4 square metres per person capacity levels.

4.4. The layout in the patient waiting areas have been adjusted to allow for social distancing. Social distancing is not possible in the consult rooms.
   4.4.1. If students do not have masks then masks will be provided. These should be dispensed by the student practitioner who is wearing gloves.

4.5. Touch surfaces of the chiropractic couches, door handles and all touch items are cleaned by the student practitioner between patients.
5. **Class and student management considerations:**

5.1. For both students and staff, the situation continues to present challenges to the learning environment; all staff should make an effort to maintain a calm and empathetic approach to dealing with issues that arise and should encourage this in the students when they are interacting with their peers.

5.2. As per NSW Health guidelines, staff and students who show any signs of COVID symptoms should not attend the university. If you have respiratory symptoms, a fever or other COVID-19 symptoms you should get tested for COVID-19, as per National Guidelines. If you would like to speak with someone about your symptoms, call your doctor or contact the National Coronavirus Hotline on 1800 020 080.

5.3. If you get tested, you must not return to campus until you have received your result and it is negative. If you test positive, please contact Group Risk at kylie.mckiernan@mq.edu.au and notify them of the result. You will be required to self-quarantine per Government regulations and follow NSW Health advice.

5.4. If a student identifies themselves as a Vulnerable Person and contacts staff or a department with questions, then they should be directed to contact the Faculty Student Centre at 9850 6001 for assistance.

5.5. If a student appears unwell in a class, then they should be supplied with the short information sheet (see Special Consideration slip) and asked to leave the campus immediately. The information sheet outlines the Special Consideration process and serves as evidence that they were requested to leave a class. This will assist the student in mitigating any academic issues that arise from leaving the class and reduce anxiety about the implications.

5.5.1. Frame the conversation very much around the safety of the ill student and the safety of their fellow students.

5.5.2. Ask them to leave and suggest they go to the nearest testing centre (see COVIDSafe Plan for further information).

5.5.3. Notify the Unit Convener and Department Manager to ensure there is a follow up a few days later to see how they are feeling and the results of the COVID test.

5.5.4. Department Manager must notify the University of the student referral through an email to COVIDSafe@mq.edu.au, with SID, name, date and time of the class.

5.6. If a student refuses to leave the class, then they should be informed that they will be in breach of the Student Code of Conduct and will be referred to the University Discipline Committee. If they still refuse to leave, then the staff member should cancel the class and ask all students to leave accordingly. If this occurs, then the staff member should notify the Unit Convenor and their Department Manager.

5.7. In the event of any threatening behaviour of any sort, the staff member should contact Campus Security immediately on 9850 9999. Once the situation is managed, they should file an incident report through the ROAR system.
Start of session / room setup checklists:

**Computer lab setup checklist:**

- Room has COVID signage (cleaning/mask guidelines) posted?
- If relevant, entrance and exit doors are marked?
- Hand sanitiser and facemasks are stocked at appropriate level?
- Supply of gloves for mask distribution by staff is present?
- If sink available, is supply of soap present?
- If no sink available, supply of gloves for students to use when cleaning?
- Supply of cleaning product and paper towel (or wipes) for computer and bench touch surfaces is present?
- General waste bin for collection of cleaning materials, used masks and gloves is present?

**Dry lab setup checklist:**

- Room has COVID signage (cleaning/mask guidelines) posted?
- If relevant, entrance and exit doors are marked?
- Hand sanitiser and facemasks are stocked at appropriate level?
- Supply of gloves for mask distribution by staff is present?
- If sink available, is supply of soap present?
- If no sink available, supply of gloves for students to use when cleaning is present?
- Supply of cleaning product and paper towel (or wipes) for equipment, bench, and all touch surfaces is present?
- General waste bin for collection of cleaning materials, used masks and gloves is present?

**Wet lab / clinic setup checklist (assumes presence of sink for handwashing):**

- Room has COVID signage (cleaning/mask guidelines) posted?
- If relevant, entrance and exit doors are marked?
- Hand sanitiser and facemasks are stocked at appropriate level?
- Supply of gloves for mask distribution by staff is present?
- Is supply of soap and hand towels present at sink?
- Supply of cleaning product and paper towel (or wipes) for equipment, bench, and all touch surfaces is present?
- General waste bin for collection of cleaning materials, used masks and gloves is present and identified from other waste streams?
Per-class checklists:

SGTA / CAP room teaching checklist:
- Room has COVID signage (occupancy limit and guidelines) posted?
- Hand sanitiser and facemasks are stocked at appropriate level?
- If relevant, entrance and exit doors are marked?
- Special Consideration slips in-hand?
- Furniture arrangement looks correct / undisturbed?
- If possible, meet students at the door to remind of distancing
- Confirm students’ QR Code check-in before entry to room
- If reasonable, check for sick students before they enter and manage
- Ask students to enter and manage movement to desks
- If student appears sick in class, provide slip and ask to leave
- Once class is complete, manage orderly departure through exit

Teaching / computer / laboratory room teaching checklist:
- Hand sanitiser and facemasks are stocked at appropriate level?
- Special Consideration slips in-hand?
- Furniture arrangement looks correct / undisturbed?
- Staff to clean prep areas and staff equipment as required
- If possible, meet students at the door to remind of distancing
- Confirm students’ QR Code check-in before entry to lab
- Ensure students swipe their student cards at entry to the lab
- If reasonable, check for sick students before they enter and manage
- Ask students to enter, place belongings in correct location and begin initial clean procedure
- If student appears sick in class, provide slip and ask to leave
- Once class is complete, manage students through cleaning procedure
- At the end of the class, manage orderly departure through exit door.
- Staff depart and close room to exclude students
Suggested messaging to students via iLearn and at beginning of classes

This unit involves mandatory on-campus learning activities which will be delivered in accordance with a COVID Safe plan. You are expected to attend campus for these activities unless:

- the Public Health Orders and/or University advice changes
- you have any symptoms of COVID
- you have been identified as a contact of an individual with COVID.

COVIDSafe protocols:

- **If you are sick, stay at home!** There will opportunities to make up the work later in the session.
- **Check in via the QR code** at the entrance to each building you enter. This will be checked on entry to class.
- **Maintain 1.5 m social distancing while you** queue, enter, and exit the classroom.
- **Sanitise your hands** before entering the lab, using the automatic dispensers in the hallway outside the labs.
- **Wear a face mask at all times.** Please learn to correctly put on your face mask. It must cover both your nose and your mouth.
- **Swipe into the lab** with your student card
- **Take note of any additional PPE required** (gloves, safety glasses and lab coats).
- **At the beginning and end of your class:** use a disinfectant wipe to wipe down your lab book, bench, and high-touch areas such as your computer and equipment.
- **Hand sanitiser and alcohol wipes will be available** at stations around the lab for you to use throughout the lab as needed.

Anyone who doesn't follow these rules or comes to class sick will be asked to leave.